

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, APRIL 17, 2018 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, April 17, 2018 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Excused
	Craig Backus	Present
	Deborah Hunseder	Present

**Staff:**

Community Development Director	Jodie Filardo
Planning Manager	Beth Escobar
Project Manager	Mike Gray

**Other members of the audience:**

Janice Benatz, resident  
 Roberta Russell, Sedona Wellness representative  
 Michael Lindner, resident

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 4:00 p.m.
2. **ROLL CALL:** Director Filardo called the roll.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

Ms. Roberta Russell asked that the current sign policy be reviewed since the Sedona Wellness sign is not visible because it must be on their property and is not allowed in the right-of-way.

4. **MINUTES:**
  - a. Consideration of the Regular Meeting Minutes of March 20, 2018:  
**Commissioner Hunseder moved to approve the Regular Meeting Minutes of February 20, 2018. Commissioner Backus seconded the motion. The motion passed unanimously.**

## 5. REPORTS:

**Chairpersons and Members Report:** Chair de Blanc stated Clarkdale was a fabulous place to live. She reminded the Commission that the Volunteer Appreciation event Wednesday, April 18. Commissioner Hunseder reminded everyone that the Bank Robbery Reenactment and Home Tour is this Saturday, April 21<sup>st</sup>.

Vice Chair Erickson informed the Commission that he has been attending the Economic Development meetings. The last meeting is Thursday, April 19<sup>th</sup>.

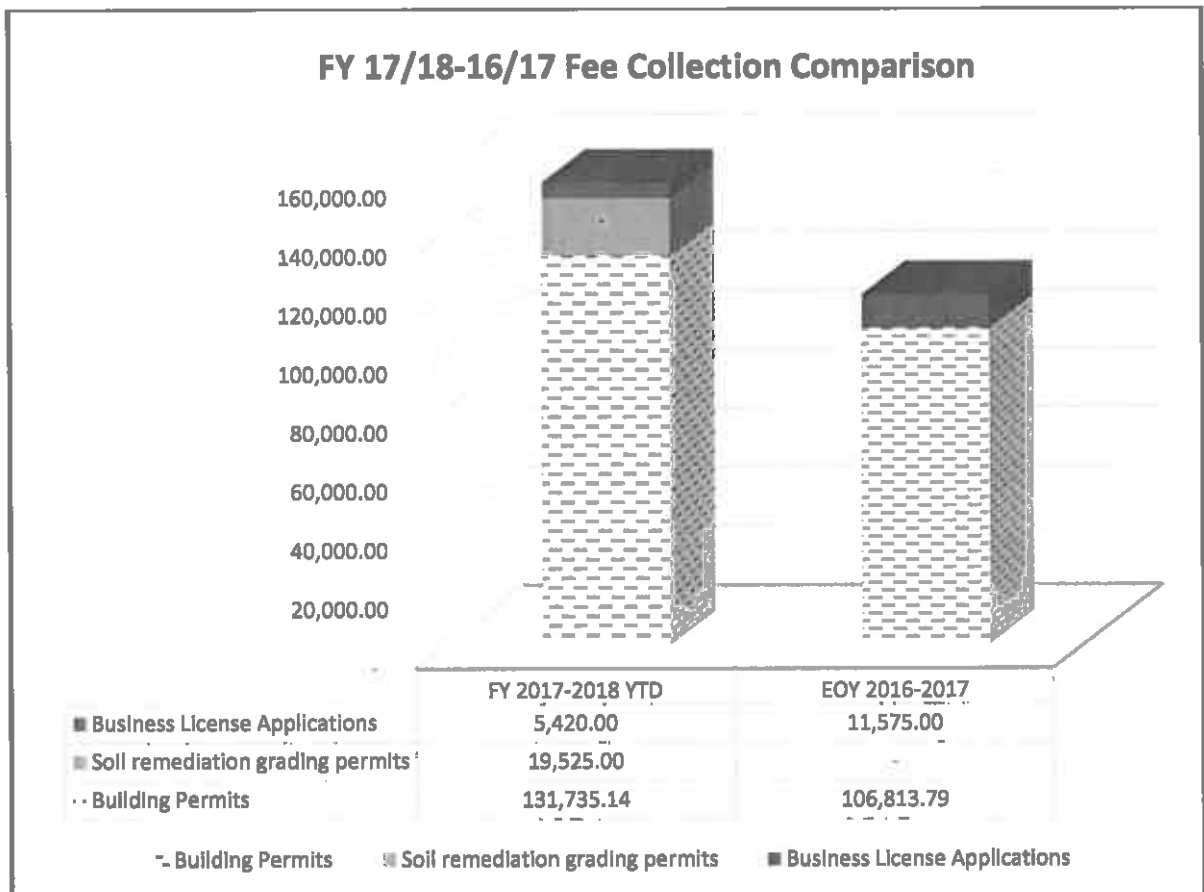
Director Filardo thanked everyone for their support and help with this event.

### Director's Report:

#### 1. YTD Metrics as of March 2018 (75% complete) –

**Building Permit Fees Collected = 187% of annual goal of \$81,000.**

**Business License Applications = 68% of annual goal of \$8,000.**



**2. Open Projects as of 4-10-18 – Balances due reflect permits awaiting pickup in CDD**

\*\*\* PROJECT TYPE RECAP \*\*\*

PROJECT TYPE	# OF PROJECTS	BALANCE
ACC - ACCESSORY STRUCTURE	17	0.00
BP - BUILDING OTHER	7	0.00
BP - BUILDING REMODEL	17	1,368.00
BPC - BUILDING COMMERCIAL	1	0.00
BPR - BUILDING RESIDENTIAL	45	8,874.60
CU - CONDITIONAL USE	1	0.00
DECKS - DECKS	1	0.00
DM - DEMOLITION	2	0.00
DRB - DESIGN REVIEW BOARD	1	0.00
EG - EXCAVATING & GRADING	5	0.00
ELECTRICAL - SOLAR	12	50.00
EP - ELECTRICAL	1	0.00
GSM - GRADING - SOIL REMED.	178	11,707.00
MH - MANUFAC HOME	1	0.00
PL - PLUMBING	2	0.00
RE-ROOF - RE-ROOF	8	0.00
SG - SIGN	2	0.00
SWIMPOOL - SWIMMING POOL	4	0.00
WF - WALL/FENCE	12	0.00
*** TOTALS ***	317	21,999.60

**3. Project updates.**

**United Verde Soil Program.**

Building Official Paul Grasso conducted the first inspection for the soil remediation project at Town Park.

A total of 25 permit applications received March 1, 14 & 19 have been reviewed and are ready to issue pending replenishment of the UVSP deposit account.

No new UVSP permits were received for the week of April 1.

**Permit Activity.** At the February 26 Community Development Department

meeting, the team strategized ways to deal with a large increase in permit volume. The time between submittal of a permit and issuance and payment of a permit averaged around 18 days for the first six months of the current fiscal year. Staff was concerned this turnaround time might be negatively impacted by an increase in permit volume, specifically new home permits and soil remediation permits. In addition, all permits from Mandalay Homes are being submitted electronically, which necessitated development of a new review and routing system. The CDD team discussed ways to organize and streamline permit review



procedures, with input from the Utilities and Public Works Department. With implementation of these procedures, the team has actually **reduced the average turnaround time for all permits to one week.** Fine-tuning the electronic submittal of new residential plans and a coordinated effort between the Community Development Tech and new Project Manager on the UVSP permits has positively impacted this turnaround time.

#### 4. Economic Development.



**Economic Development Plan Update.**  
**Economic Development Plan.** The first of four meetings focusing on the economic pillars of Clarkdale was held Thursday, March 29. A four-member panel of Clarkdale business owners discussed their ideas about business retention and what attracted them to our community. Everyone then participated in a group activity to identify current assets and business development ideas. Their ideas and concepts will be integrated into the 2018 Economic Development Plan.

Thursday, April 4<sup>th</sup> was the Creative Clarkdale discussion. Four local artists presented on the panel: Ellen Yates, Jenny Emminger, Bear Schutz, and Marsha Foutz. There was lively participation from all in

attendance and many new ideas came forward to be included in the plan. The next meeting is scheduled for April 12, 2018 in the Men's Lounge from 5-7 PM.



#### Clarkdale's Economic Development Planning

### AN ATTITUDE OF ABUNDANCE

Come help shape the economic future of the Town of Clarkdale by joining us at one or all of the following meetings:

Date	Day	Time	Event
March 21, 2018	Wednesday	5 - 7 p.m.	Economic Development Open House
March 29, 2018	Thursday	5 - 7 p.m.	Business Development Stakeholder's Meeting
April 5, 2018	Thursday	5 - 7 p.m.	Creative Clarkdale Stakeholder's Meeting
April 12, 2018	Thursday	5 - 7 p.m.	Healthy Community Stakeholder's Meeting
April 19, 2018	Thursday	5 - 7 p.m.	Sustainable Clarkdale Stakeholder's Meeting

All meetings are scheduled to be held in the Men's Lounge of the Clark Memorial Clubhouse at 19<sup>th</sup> North Ninth Street in Clarkdale.



FOR MORE INFORMATION CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT AT (928) 639-2500



**6. NEW BUSINESS:**

- a. WORKSESSION: DISCUSSION/POSSIBLE ACTION regarding input from Stakeholders and Property Owners along the Broadway Corridor in relation to the draft Focus Area Plan.**

Planning Manager Escobar summarized the staff report:

**Background:**

The Commission began review of the Broadway Corridor Focus Area Plan at the February 20<sup>th</sup> meeting. At the March 20<sup>th</sup> meeting the Planning Commission completed a vehicle tour of the corridor. Upon completion of the tour, the Commission directed staff to invite the following property owners/stakeholders to the April meeting:

**Ray Selna/Mike Mongini – First American Title**  
**Gary Clouston – Rain Spirit RV Park**  
**Lorrie Lawrence and Ann Kautzky – Sedona Wellness**  
**Rick Reid – President/Verde Valley Professionals (Park Road property)**

Copies of the draft plan were sent along with the invitation.

The following topics are open for discussion at this meeting:

- Potential plans for future development
- Obstacles preventing future development
- What can the Town do to address these obstacles
- Possibility of adopting design/development guidelines
- Possibility of pursuing a historic/scenic road designation

The last bullet item has been added as a result of a suggestion from the business retention meeting. A historic/scenic road designation does not preclude the expansion of a roadway, however it does require adoption of design standards. Upon designation, the roadway would be eligible for grants for roadway improvement. There are specific grants for roadside rest areas.

**Action Needed:**

This is a general discussion item so the Commission can have a conversation with the property owners/stakeholders.

# Historic/Scenic Road Designation

- Historic/Scenic Designation granted by ADOT
- Granted on the historic importance of roadway
- Designation may serve as an economic driver
- Adoption of development guidelines is a requirement of receiving designation
- May help acquire funding for pullouts-rest stops
- SR 89A from Jerome through Cottonwood is designated as a historic road



1935 State Highway Department Road Map



**Commission discussion:**

- Chair de Blanc asked if rest stops could be developed within the Town right-of-way? Planning Manager Escobar stated they could because of the 200-foot width of the right-of-way.
- Chair de Blanc stated she heard discussion from local artists at the Creative Clarkdale Economic Development Pillar meeting that it would be great to have a road-side sale area.
- Vice Chair Erickson asked about the Historic 89A road sign. Escobar stated that sign was removed during the Broadway/Main intersection construction project and not replaced due to the poor state of the sign.
- Vice Chair Erickson suggested we add the question ‘what can the Town do?’
- Vice Chair Erickson also stated the mailbox and unique color of the Sedona Wellness building are eye-catching without a sign.
- Commissioner Hunseder asked about the requirement for design guidelines for a historic/scenic roadway. Escobar stated they would be similar to the SR 89 Overlay District; broad guidelines which help control the look of the highway corridor.

**Public comment:**

Roberta Russell – Encouraged the inclusion of bike lanes and a walking path in the plan.

Michael Lindner – Expressed a concern about a historic/scenic designation limiting future improvements. He also suggested we work with the City of Cottonwood to get all of Broadway/Main Street through to the SR 89A designated as an historic road.

**Commission Action: The Commission directed staff to send the four questions included in the staff report to each of the five stakeholders and request direct input. They also directed staff to expand on the design guidelines to be included in the draft plan.**

**7. FUTURE AGENDA ITEMS:**

The public meeting for the draft Broadway Corridor Focus Area Plan will be scheduled for the May 15<sup>th</sup> meeting.

**8. ADJOURNMENT:**

- a. **Commissioner Hunseder moved to adjourn the meeting. Vice Chair Erickson seconded the motion. The meeting was adjourned at 4:27 p.m.**

**APPROVED BY:**



Ida deBlanc  
Chairperson

**SUBMITTED BY:**



Beth Escobar  
Planning Manager